

## Job Description

<b>Job Title:</b>	SENDCO
<b>Responsible to:</b>	Headteacher
<b>Responsible for:</b>	SEND Staff
<b>Salary:</b>	MPS/UPS + SENDCO allowance
<b>Hours:</b>	Full time
<b>Job Purpose:</b>	<p>The SENDCO will have overall leadership for SEND provision within our school. This includes working with the Headteacher, Senior leaders and the governing body, in determining the strategic development of the SENDCO policy and provision in the school.</p> <p>The role will have day-to-day responsibility for the operation of the SEND policy and co-ordination of specific provision made to support individual Students with SEND, including those who have EHC plans.</p> <p>The SENDCO also provides professional guidance to colleagues and will work closely with staff, parents and other agencies.</p>

### Main Duties

- Co-ordinating provision for students with SEND, including the line management of all SEND staff in both our Learning Support and our Peter's Place provision.
- Liaising with the relevant designated Teacher where a looked after student has SEND
- Advising on the graduated approach to providing SEND support
- Advising on the deployment of the school's delegated budget and other resources to meet Students' needs effectively
- Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- Ensuring that the records of all Students with SEND is kept up to date
- Responsible for ensuring appropriate funding applications for Students with SEND are up to date and funding is appropriately applied, with due evidence of impact.
- Assisting the Leadership Team, Governors and Directors with the strategic development of the SEND policy and provision including behaviour management, including the preparation and review of all policies, procedures and Academy documentation pertaining to SEND e.g., relevant sections of the SEF, the SDP and census returns
- Put in place provision to ensure that progress of students with SEND improves relative to those without SEND.
- Ensure that the school carries out its statutory responsibilities regarding all students with a Statement of Special Needs or EHC Plan.
- Support all staff in understanding the needs of SEND students and ensure the objectives to develop SEND are reflected in the school development plan.
- Support departmental developments of SEND provision.
- Monitor progress towards targets for students with SEND.
- Analyse and interpret relevant school, local and national data.
- Liaise with staff, parents, carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision.
- Liaise with external specialist professionals relating to physical difficulties of SEND students.

### Teaching and Learning

- Support the identification of and disseminate the most effective teaching approaches for individual students with SEND.
- Work with staff to develop effective ways of bridging barriers to learning through:
  - ✓ assessment of needs
  - ✓ monitoring of teaching quality and student achievement
  - ✓ target setting – IEPs, or Provision Maps, PSP, CAF
  - ✓ keeping accurate records
- Collect and interpret specialist assessment data to inform practice.
- Undertake day to day co-ordination of SEND students' provisions through close liaison with staff, parents, carers and external agencies.
- Work with SLT, teachers and support staff to ensure all students learning is of equal importance and that there are high and realistic expectations of students.

- Supporting SLT in meeting statutory responsibilities for SEND statements or EHC Plans and their Annual Review.
- Working with the Headteacher, Senior leaders and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements

### **Leading and managing**

- Provide professional guidance to staff to secure good teaching for SEND students, through both written guidance and meetings.
- Contribute to the performance management process for SEND teachers and support staff.
- Advise on and contribute to the professional development of staff, including whole school INSET provision.
- Provide regular information to SLT and the governing body on the evaluation of SEND provision.

### **Effective deployment of staff and resources**

- Draw up the annual SEND budget and annual Development Plan. Advising on the deployment of the school's delegated budget and other resources to meet Students' needs effectively
- Advise SLT and governing body of priorities for deployment of staff and utilise resources with maximum efficiency.
- Maintain and develop resources, co-ordinate their deployment and monitor their effectiveness in meeting the objectives of school and SEND policies.
- Work with external agencies to maximise resources made available.

### **Other professional requirements**

- Lead the Annual Review meetings for statemented students or students with an EHC Plan.
- Liaise with a range of external professionals, parents, carers and students to obtain information and evidence to write EHC plans.
- Liaise with external specialist professionals in relation to physical difficulties of students, attending meetings and keeping records up to date.
- Informing staff of physical difficulties of students.
- Liaise with the Examinations Officer to ensure Educational Psychology reports are up to date and provision for special needs for all examinations are identified and met.
- Ensure that all reports from all external professionals are kept up to date and provision for special needs for all examinations are identified and met.
- Ensure all information is obtained from staff regarding examination access arrangements.
- Management of appropriate assessments for students by an appropriately qualified specialist assessor.
- Ensuring all paperwork relating to SEND is filed securely.
- Responsible for Access Arrangement documentation for annual JCQ Access Arrangements Inspection.
- Attend Annual Reviews for primary students with statements or EHC Plan to help facilitate continuity and progression through the development of a transition programme and supporting the admissions process for students with statements of special education needs (SEND)
- Attending meetings and tribunals as directed by the Headteacher
- Attendance at school events, particularly parents evening and open evenings
- Participate in CPD training to fulfil the needs of the role.
- Develop links with Governors, Local Authority and local schools being the key contact for external agencies especially Local Authority and supporting services.

### **Other**

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.*

*This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.*